

9 FAM PART IV Appendix D, 500 NIVCAPS (NONIMMIGRANT VISA COMPUTER ASSISTED PROCESSING SYSTEM)

(TL:VISA-267; 04-25-2001)

9 FAM 501 GENERAL

9 FAM 501.1 Functions

(TL:VISA-267; 04-25-2001)

a. NIVCAPS was designed to facilitate nonimmigrant visa processing at high-volume posts. The prototype consisted of a series of specialized transactions which can be classified as

- (1) Data entry and file creation functions;
- (2) Retrieval or display functions;
- (3) Management functions; or
- (4) Reports.

In addition, if the post has both NIVCAPS and IVACS (Immigrant Visa Applicant Control System), NIVCAPS will crosscheck the IVACS database to determine whether the applicant also has an immigrant visa petition pending at that post.

b. The system does not yet print the visa and does not eliminate the need to retain visa applications, but it does eliminate the need to keep statistics manually and reduces reliance on paper files for simple information retrieval.

c. The Department (CA/VO) has also developed the MRV [see Chapter 9 FAM PART IV Appendix D, 300] which includes an enhanced version of NIVCAPS. The target is for installation of the MRV system *to be completed* at all visa-issuing posts by 1995. Unlike the ANVIS visa [see 9 FAM PART IV Appendix D, Exhibit II], all essential data are in clear text in the MRV [see 9 FAM PART IV Appendix D, Exhibit III].

d. The following sections are based on CP NIVCAPS, except, where so identified, distinctions required by NV NIVCAPS.

9 FAM 501.2 Utility

(TL:VISA-267; 04-25-2001)

Using NIVCAPS does not change the basic workflow of a nonimmigrant visa unit, but it does allow work to be done more expeditiously. A NIVCAPS data entry creates an individual applicant record stored in the Processed Applications File (PAF), initiates the CLASS and/or IVACS name-check, and stores data for statistical purposes. Processing is facilitated by:

1. Using a CRT to enter data, perform name-checks *and* permit easy editing;
2. Preprogramming certain automatic entries or “defaults” which reduce the number of keystrokes required to enter data; and
3. The ability to recall, edit, and, if necessary, retransmit data which has already been entered.

[See the NIVCAPS User Reference Manual for step-by-step instructions for using NIVCAPS including the rules of data entry.]

9 FAM 502 DATA ENTRY AND FILE CREATION

(TL:VISA-119; 7-3-95)

Nonimmigrant visa data can be entered using one of several data entry transactions. Each of the data entry transactions permits the entry of a certain type of nonimmigrant visa information. Although there are exceptions, as explained below, each entry transaction normally completes all three of the NIVCAPS functions; performing a CLASS name-check, creating an applicant file, and recording statistics. Application information is entered in “batches,” with each batch assigned a specific identifying number, and each application within a batch assigned an item number. Entered data are stored in the Processed Applications File (PAF), and are available for on-line searches for as long as the post wishes. Older information may be archived, although it still can be accessed through an end-of-day file search request.

9 FAM 503 USING NIVCAPS FILES

9 FAM 503.1 Retrieval and Display

(TL:VISA-119; 7-3-95)

Once NIVCAPS files have been created, the system can recall information, both to modify entries and to review information for security or management reasons. "Retrieval," as it is used in automated visa systems, means that the recalled data can be modified. "Display" indicates that the information in a record can be read, but not modified.

9 FAM 503.2 On-line Searches

(TL:VISA-119; 7-3-95)

The NIVCAPS on-line search capability allows the consular staff to locate individual applicant files based on partial information. Searches may be made by using any of the data contained in applicant records. The search results are displayed in list form, and individual cases can be chosen from the screen for closer examination. This capability facilitates identifying and locating issued and refused applications. A specific type of application may be isolated for review; for example, all applications from a particular country could be retrieved.

9 FAM 504 MANAGEMENT OF NIVCAPS

9 FAM 504.1 Overview

(TL:VISA-119; 7-3-95)

Management functions relating to NIVCAPS include:

- (1) Resubmitting name-check requests to CLASS and/or IVACS;
- (2) Resubmitting refusal updates to CLASS;
- (3) Controlling the amount of detail in the name-check printouts;
- (4) Performing various maintenance functions;
- (5) Changing the system defaults; and
- (6) Selecting various reports.

9 FAM 504.2 Specific Functions

(TL:VISA-119; 7-3-95)

Security-related functions, such as setting system defaults, must be controlled by an officer, and access to such functions limited to that officer and a backup officer. Other operational functions, such as transactions for resubmitting name-check requests, should be available only to supervisory FSNs and American officers. The NIVCAPS control officer, or the chief of the nonimmigrant visa unit, shall determine the access levels for all employees in the unit and coordinate the assignment of access levels with the computer system manager. [See the NIVCAPS User Reference Manual for detailed descriptions of these functions.]

9 FAM 505 REPORTS

(TL:VISA-119; 7-3-95)

NIVCAPS produces three types of reports:

- (1) Standard reports;
- (2) Exception report; and
- (3) File search reports.

These reports are printed during the End-of-Day procedure.

9 FAM 505.1 Standard Reports

(TL:VISA-119; 7-3-95)

Consular officers may request standard reports for any date. Except for the first report listed below, such reports must be requested; they are not produced automatically. Standard reports include:

- (1) Nonimmigrant visa workload statistics;
- (2) Visas issued by class and nationality;
- (3) Visas refused by grounds of ineligibility;
- (4) Visas issued by class;
- (5) Visas issued and refused by applicant nationality;
- (6) Issuance counts by visa class and nationality; and
- (7) Refusals overcome by grounds of ineligibility.

9 FAM 505.2 Exception Report

(TL:VISA-119; 7-3-95)

In addition to the nonimmigrant visa workload statistics report, the system automatically produces an exception report each day which assists in ensuring the integrity of the system. This report provides the contents of all records that meet any of the following criteria:

- (1) Deleted from PAF;
- (2) Refusal code removed; or
- (3) Completed refusal not sent to CLASS for update.

9 FAM 505.3 File Search Reports

(TL:VISA-119; 7-3-95)

An operator can request a printed report of all applicant cases in the PAF, the Suspense and/or the Archive File which meet a single criterion or a combination of criteria. If archived cases are searched, the report will require the system operator to mount a tape, which is usually done after hours. Posts should try to consolidate file search reports to reduce the system operator's workload.

9 FAM 506 MISCELLANEOUS FEATURES

9 FAM 506.1 Verifying Name-checks

(TL:VISA-119; 7-3-95)

It is extremely important for NIVCAPS users to realize that telecommunications or CLASS computer problems can result in case record creation without performing the desired CLASS name-check. If NIVCAPS cannot provide a completed name-check for technical reasons, the post must perform a name-check using a backup teletype or microfiche system. If there are indications that NIVCAPS's CLASS name-check capability will be restored soon, name-check requests can be resubmitted by using the name-check status code and the TN-Resend NIV/IV AVLOS Trans transaction. All of a day's name-checks with the same status code can be resubmitted through a single request. Care must be taken, however, not to overburden the CLASS system by sending multiple name-check requests using the above transaction. [See the NIVCAPS User Reference Manual for further details.]

9 FAM 506.2 Record Tag

(TL:VISA-119; 7-3-95)

Each applicant record provides for an optional, two character Record Tag (REC TAG), which can be used to identify an important characteristic of the application, such as the F-1 applicant's school, all E-1 applicants sponsored by a given employer, or applicants recommended by a particular contact. Codes to be entered in the REC TAG field should be developed locally, based on each post's needs. Posts can use the REC TAG to retrieve all applicant records in a particular category, either on the workstation screen or in a printed report. This feature of NIVCAPS provides flexibility in keeping local statistics or analyzing local problem areas.